12 APR 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: STAT

Director of Information Services

SUBJECT: Reduction in Agency Forms

REFERENCE: Your Memorandum dated 1 April 1983; same subject
                  (DDA 83-0191/3)

Harry —

    1. As you will note from the attached statistical report on the forms
reduction effort, all the Directorates and the DCI area participated fully
and gave their wholehearted cooperation. All Agency components have
completed their review and the total number of official Agency forms now
stands at 1720--a reduction of 313, or 15 percent, from the 2033 forms in
existence on 1 January 1983. The results by Directorate are:

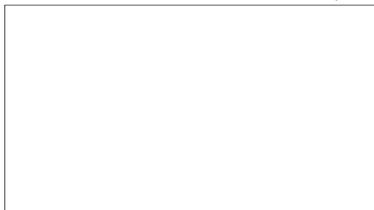|	Number of Forms	Forms Reduced	Percent Reduced
DCI Area	400	56	14
DDA	1022	143	14
DDI	179	26	15
DDO	297	46	15
DDS&T	135	42	32

I am sure you will agree that the figures are impressive, and most of the
credit is due to the component records management officers who were
responsible for coordinating the review of these forms within each office.

    2. The Office of Personnel (OP) merits special mention. At the
beginning of this exercise it had 341 official Agency forms; this equates to
85 percent of the forms in the DCI area and 16 percent of the total forms in
the Agency. Just reviewing these forms was a monumental task, yet OP
managed to reduce its forms by 30, a reduction of 9 percent.

3. Of particular note in the DDA are the Office of Finance (OF), the Office of Logistics (OL), and the Office of Security (OS), who together are responsible for 63 percent of the DDA forms. As in the case of OP, just reviewing these forms was a time-consuming job. OF reviewed 280 forms and eliminated 12, a reduction of 4 percent. OL reviewed 193 forms and eliminated 35, a reduction of 18 percent. OS reviewed 171 forms and eliminated 23, a reduction of 13 percent. The DDA and OP reduction is especially significant in that, while most of the forms of other Directorates and components are used only by that Directorate or component, the majority of DDA and OP forms are used in support of Agency-wide administrative programs.

STAT

Attachment:
 As Stated

FORMS REDUCTION STATISTICS

COMPONENT	NUMBER OF FORMS 1 January 1983	FORMS REDUCED	NUMBER OF FORMS 8 April 1983	PERCENT REDUCED
		DCI AREA		
O/DCI	3	2	1	66 2/3
OP	341	30	311	9
OGC	11	0	11	0
OEXA	10	4	6	40
O/COMPT	25	14	11	56
ICS	6	4	2	66 2/3
HISTORY STAFF	1	1	0	100
OEEO	3	1	2	33 1/3
TOTAL	400	56	344	14
		DDA AREA		
O/DDA	3	3	0	100
OC	79	15	64	19
ODP	55	10	45	18
OF	280	12	268	4
OIS	78	18	60	23
OL	193	35	158	18
OMS	97	14	83	14
OS	171	23	148	13
OTE	66	13	53	21
TOTAL	1022	143	879	14

COMPONENT	NUMBER OF FORMS 1 January 1983	FORMS REDUCED	NUMBER OF FORMS 8 April 1983	PERCENT REDUCED
DDI AREA				
O/DDI	18	4	14	22
OGI	29	5	24	17
OCR	87	9	78	11
SOVA	10	1	9	10
OCPAS	31	6	25	19
OSWR	4	1	3	25
TOTAL	179	26	153	15
DDS&T AREA				
O/DDS&T	5	3	2	60
OSO	22	16	6	73
ORD	3	2	1	66 2/3
OD&E	11	0	11	0
NPIC	14	3	11	21
OTS	27	2	25	10
FBIS	53	16	37	30
TOTAL	135	42	93	32
DDO AREA				
DDO	297	46	251	15
GRAND TOTAL	2033	313	1720	15

NOTE: The components not listed under the DCI area and the DDI are not responsible for any official Agency forms.